**Competency Assessment**

**Project 5-1: YMCA Newsletter**

**Format some data for the YMCA into a two-column newsletter.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *ynews*** from the data files for this lesson.

**2.** Click the **Show/Hide ¶** button.

**3.** Position the insertion point before the M in the heading, Mother’s Day Out. . . .

**4.** On the Page Layout tab, in the Page Setup group, click the **Breaks** button and select **Continuous** from the menu.

**5.** On the Page Layout tab, in the Page Setup group, click the **Columns** button and select **Two**.

**6.** Position the insertion point before the F in the Fall Soccer. . . heading.

**7.** On the Page Layout tab, in the Page Setup group, click the **Breaks** button and select **Column**.

**8.** On the Page Layout tab, in the Page Setup group, click the **Columns** button and click **More Columns**.

**9.** In the Columns dialog box, click the **up arrow** on the Width box to change to **2.8**. The number in the Spacing box should adjust to **.9”**.

**10.** Click the **Line Between** box and click **OK**.

**11.** Click the **Show/Hide ¶** button.

**12. SAVE** the document as ***ymca\_newsletter*** in the lesson folder on your USB flash drive, then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

**Project 5-2: Computer Use Policy**

**You are updating First Bank’s computer use policy and you need to adjust the flow of text on the page.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *computerusepolicy*** from the data files for this lesson.

**2.** Scroll to the top of page 3. Position the insertion point before the e in engaging in illegal activity.

**3.** On the Home tab, in the Paragraph group, click the **dialog box launcher**. On the Line and Page Breaks tab, click to select the **Widow/Orphan Control** box and click **OK**.

**4.** Position the insertion point in the last line of page 3 that begins D. Anyone obtaining. . . .

**5.** On the Home tab, in the Paragraph group, click the **dialog box launcher**. On the Line and Page Breaks tab, click the **Keep Lines Together** box, then click **OK.**

**6.** Position the insertion point before the S in the Section Ten heading.

**7.** On the Home tab, in the Paragraph group, click the **dialog box launcher**. On the Line and Page Breaks tab, click the **Page Break Before** box and click **OK**.

**8.** Place the insertion point at the beginning of the document. Click the **Page Layout** tab and in the Page Setup group, click the **Hyphenation** button, then click **Hyphenation Options**. Click to select the **Automatically hyphenate the document** check box, and change the Hyphenation zone setting to **.50**, with a consecutive hyphens limit of **3**.

**9.** In the first page, beginning with Sample Computer Use Policy, select the hidden space mark after March.

**10.** On the Insert tab on the Symbols group, click the **Symbols** button, then choose **More Symbols**. Click the **Special Characters** tab then select **Nonbreaking Spaces**. Click **Insert,** then **Close**. Select the nonprinting space mark before 2 in the year and press **Ctrl+Shift+Spacebar**.

**11. SAVE** the document as ***new\_computeruse\_policy*** in the lesson folder on your USB flash drive, then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

**Proficiency Assessment**

**Project 5-3: Coffee Shop Brochure**

**Your supervisor at the Grand Street Coffee Shop asks you to format the information in their coffee menu as a brochure.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *coffeemenu*** from the data files for this lesson.

**2.** Change the page orientation to **Landscape**.

**3.** Position the insertion point before the M in the Menu heading and insert a **Continuous** section break.

**4.** Create an uneven, two-column format using the **Left** column setting. Position the insertion point in front of Coffee and select text to the end of the document.

**5.** Position the insertion point before the N in the Nutritional heading and insert a **Column** break.

**6.** Increase the amount of space between columns to **.7”**. The document should fi t to one page.

**7. SAVE** the document as ***coffee\_shop\_brochure*** in the lesson folder on your USB flash drive, then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

**Project 5-4: Mom’s Favorite Recipes**

**Your mom asks you to help her create a small cookbook filled with her favorite recipes that she can share with family and friends. She has emailed you a Word document containing a few recipes to help you get started with creating a format.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *recipes*** from the data files for this lesson.

**2.** Position the insertion point before the C in the Chicken Pot Pie heading and insert a **Continuous** section break.

**3.** Position the insertion point before the B in the Breads heading and insert a **Next Page** section break.

**4.** Position the insertion point before the B in the Banana Nut Bread/Chocolate Chip Muffins headings and insert a **Continuous** section break.

**5.** Position the insertion point anywhere within the Chicken Pot Pie recipe.

**6.** Format this and the remaining recipes in the Main Dishes section into two even columns with **.9”** spacing between columns and a line between.

**7.** Position the insertion point anywhere within the Banana Nut Bread recipe.

**8.** Format this and the remaining recipes in the Breads section into two even columns with **.9”** spacing between columns and a line between.

**9.** Position the insertion point before the R in the Ranch Chicken heading and insert a **column break**.

**10.** Position the insertion point before the E in the Easy Pumpkin Bread/Muffins heading and insert a **column break**.

**11.** Position the insertion point before the C in the Chocolate Zucchini Bread heading and insert a **column break**.

**12.** Position the insertion point under Very Blueberry Coffee Cake/Muffins, and select the hidden space mark between cream cheese for the second ingredient 1/2 (8 oz) package of . . . and add a nonbreaking space. Click the **Insert** tab, in the Symbols groups, click **More Symbols**, then click the **Special Character** tab and select the **Nonbreaking space** option. In the ninth ingredient, select the hidden space mark between the words or and huckleberries, and add a nonbreaking space.

**13.** Click the **Show/Hide ¶** button to hide formatting marks.

**14. SAVE** and the document as ***favorite\_recipes*** in the lesson folder on your USB flash drive, then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

**Mastery Assessment**

**Project 5-5: Threefold Bank Brochure**

**The Checking Choices document needs to be formatted to accommodate the whole document on one page. Your task is to use the features learned in this lesson and apply them to this document as shown in Figure 5-21.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *checkingacctchoices*** from the data files for this lesson.

**2.** Reformat the document using a page size of **8½** \_ **14** with **Landscape** orientation. Create the brochure to look like the one shown in Figure 5-21.

**3.** Remove the Next Page section break after the heading, Personal Checking Choice. Delete the blank line above Free Checking. Change the columns to four columns, and add column breaks before each column heading. After Personal Checking Choices apply a Spacing After to 18 pt.

**4. SAVE** the document as ***checking\_brochure*** in the lesson folder on your USB flash drive, then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

**Project 5-6: Reformat the YMCA Newsletter**

**As an alternative to the layout you created earlier, reformat the YMCA newsletter with two uneven columns.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *ynewsletter*** from the data files for this lesson.

**2.** Reformat the newsletter with two uneven columns using the Right column setting.

**3.** Format the document on one page. (Hint: Delete the column break in the first column and add a column break in front of Volunteer Coaches. . . .)

**4. SAVE** the document as ***right\_ymca\_newsletter*** in the lesson folder on your USB flash drive, then **CLOSE** the file.

**STOP. CLOSE** Word.